

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK  
PRETRIAL SERVICES OFFICE**



**Vacancy Announcement (#18-02-WP)**

**OPENING DATE: October 24, 2017**

**CLOSING DATE: November 9, 2017**

Position Title: U.S. Pretrial Services Officer  
Position Type: Full-Time Provisional to Permanent  
(Pending a favorable suitability determined by the court.)  
Duty Station: White Plains, N.Y.

**Classification Level and Step Ranges (1 to 61) - Promotion Potential to CL 28**

CL 25 - \$47,277 to \$75,700      CL 27 - \$54,935 to \$89,262      CL 28 - \$65,833 to \$107,010

The U.S. Pretrial Services Office for the Southern District of New York is currently accepting applications for the position of U.S. Pretrial Services Officer. One position will be filled from this vacancy announcement. Starting salary will be determined by education and experience. By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident "seeking citizenship." Employees are required to use Electronic Funds Transfer EFT) for payroll direct deposit.

**MAXIMUM ENTRY AGE:**

First-time appointees covered under law enforcement officer (LEO) retirement provisions must not reach their 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or over with previous credible federal LEO experience under the Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS) may be eligible for appointment. The mandatory separation age for positions covered under hazardous duty law enforcement retirement is 57, with 20 years of service.

**REPRESENTATIVE DUTIES:**

- Conducts investigations and verifies background information concerning persons who are arrested or summoned to court charged with federal criminal offenses. Information is gathered through interviews with the defendant, arresting authorities, U.S. Attorney's office, family, and community members. Drug testing and substance abuse assessments are performed, as well as, law enforcement automated criminal record verification.
- Evaluates gathered information and prepares a report for the Magistrate Judge with an assessment of flight risk and danger to the community. Exercise good judgment in making recommendations to the court that affect public safety. A recommendation regarding bail and/or release or detention of the defendant is included in the report. The recommendation considers prior convictions, ability of defendant to post bond, family/community ties, possibility of substance abuse, the risk of flight, and protecting the community.

- Monitors court ordered supervision and pretrial diversion supervision. Help ensure that defendants released to the community before trial commit no crime while awaiting trial and return to court as required. Implements supervision strategies and enforces court ordered conditions. Makes regular telephone contacts, home visits, and community contacts as required by the conditions of release and the supervision plan. Addresses and makes referrals for inpatient/outpatient substance abuse or mental health treatment for positive lifestyle changes. Schedules and conducts drug use screens on defendants of the same gender and maintains appropriate records thereon.
- Notifies the court and the U.S. Attorney of any violations. Prepares written reports of violation matters to the court and makes a recommendation for disposition. Attends court hearings (initial, detention, or violation) to provide additional information and to keep abreast of the case status and requirements.
- Maintains detailed chronological written records of case activity in automated case tracking system. Responsible for such case records as are required by the Court, the Administrative Office of the U.S. Courts, and the Chief Pretrial Services Officer.

### **MINIMUM QUALIFICATION:**

Completion of a bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business, public administration which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position is required. Applicants must possess proficiency in interviewing, oral and written communications, and general resourcefulness. Applicants should be able to perform their duties within restricted time frames, recurring deadlines, and to deal with multiple demands in a fast-paced environment. Applicants are expected to work independently as well as with teams and are expected to effectively manage their caseloads often under stressful conditions. Demonstrate computer skills (keyboard, Windows 95 or higher, Word or WordPerfect).

### **SPECIALIZED EXPERIENCE:**

Progressively responsible experience, gained after completion of bachelor's degree in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. **(Experience as a police, custodial or security officer, corrections or prison guard is not creditable as specialized experience. FBI, Customs Agent, or U.S. Marshal also is not creditable as specialized experience.)**

- CL 25 – One year of specialized experience equivalent to work at the CL 23; or completion of the requirements for a bachelor's degree from an accredited college or university and one of the following: an overall "B" GPA equaling 2.90 or better of a possible 4.0; Standing in the upper third of the class; 3.5 average or better in the major field of study; Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Scholastic Societies; or Completion of one academic year (30 semester or 45 quarter hours) of graduate education in a field of study closely related to the position
- CL 27 – Two years of specialized experience, including at least one year equivalent to work at the CL 25 or Completion of a master's degree in a field of study closely related to the position, or Juris Doctor (JD) degree.
- CL 28 – Two years of specialized experience, including at least one year equivalent to work at the CL 27

### **PREFERRED SKILLS:**

Experience as a Pretrial Services or Probation Officer on a Federal, State, or County level is desirable. Experience in the above representative duties is preferred. Written and verbal proficiency in Spanish language is highly desirable, but not required.

### **BACKGROUND INVESTIGATIONS:**

Prior to appointment, applicants considered for this position will undergo a background investigation by the Pretrial Services Office and a ten year background investigation by the Office of Personnel Management. Once appointed, the applicant will be subject to updated background investigations every five years, ongoing random drug screening, and fitness for duty medical evaluations as needed.

### **MEDICAL & PHYSICAL REQUIREMENTS:**

Prior to appointment, applicants considered for this position will undergo a medical examination and drug screening. Upon the successful completion of the medical examination and drug screening, the applicant may then be appointed provisionally, pending a favorable suitability determination by the court. The duties of pretrial officers require the investigation and supervision of criminal defendants who present physical danger to officers and to the public. Applicants must be physically capable to do field work. The medical requirements and the essential job functions derived from the medical guidelines for pretrial officers are available for public review at <http://www.uscourts.gov>.

### **NATIONAL TRAINING ACADEMY:**

The appointed candidate will be required to participate in a six (6) week training program at the Federal Law Enforcement Training Center (FLETC) located in Charleston, South Carolina.

### **PROCEDURE FOR APPLYING TO VACANCY ANNOUNCEMENT #18-02-WP:**

- Cover letter which includes a narrative statement of relevant skills, experiences and how they relate to this position. Please reference Vacancy Announcement #18-02-WP on your cover letter.
- Resume
- Completed AO 78 - Federal Judicial Branch Application for Employment (**Date of birth must be completed on this form.**) **Please ensure all information is saved when emailing.** The form is available at: <http://www.uscourts.gov/sites/default/files/ao078.pdf>

or on our internet website: <http://www.nyspt.uscourts.gov/employment.html>

- **Any additional materials submitted, but not requested, will not be considered or retained.**

#### **Deadline:**

All required paperwork must be submitted by **electronic mail in one document.** **Please do not duplicate your email response with a mailed hard copy.**

**Emails after 2400 hours will not be accepted.** Email your application to: [nyspt\\_hr@nyspt.uscourts.gov](mailto:nyspt_hr@nyspt.uscourts.gov)

Attn: Cheryl Johnson  
Administrative Manager

**\*\*Due to the volume of applications received, this office will only communicate with those individuals selected to be interviewed and tested. \*\***

Applicants selected for interviews and testing must travel at their own expense and relocation expenses will not be reimbursed. This office reserves the right to amend or withdraw this announcement without written notice to applicants. Selections will be approved by the Court. Employees are required to adhere to Code of Ethics and Conduct.

THE PRETRIAL SERVICES OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER